

RECREATION SERVICES ASSISTANT II

DEFINITION

To coordinate and direct one single purpose recreational/leisure service activity as assigned. Assignments in this classification may include, but are not limited to: van driver, nutrition site manager, day camp counselor, lifeguard, or playground leader.

DISTINGUISHING CHARACTERISTICS

The class serves as a lead position in the Recreation Services Assistant series and is responsible for the day-to-day operation of their assigned activity. The Recreation Services Assistant II is distinguished from the I level by the performance of the full range of duties as assigned. Incumbents at this level are fully trained and familiar with the operating procedures and policies of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

May receive direct supervision from the Senior Center Director, Program Coordinator or Recreation Services Supervisor according to assigned area of responsibility. May receive indirect supervision from Recreation Services Assistant III.

May exercise technical supervision over less experienced recreational services personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assist in the planning and organizing of recreational activities and programs in assigned areas.

Determine and assist program participants with their service needs.

Maintain records on program activities.

Respond to public inquiries and complaints.

Issue and collect equipment and supplies.

Set up apparatus and make minor repairs on equipment.

Maintain discipline and encourage observance of required safety precautions.

Accompany participant groups at special events and assist recreation leaders in keeping order.

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Recreation Services Assistant II (Continued)

EXAMPLES OF DUTIES

Perform other duties as assigned.

When assigned as Van Driver:

Drive 12-passenger van.

Follow pickup and return schedule of participants.

Supervise safety of van passengers in route.

Provide first aid and CPR when necessary.

Other duties as required.

When assigned as Nutrition Site Manager:

Train and direct nutrition site personnel.

Recruit and instruct volunteers in food service and other site activities.

Schedule transportation of seniors to site.

Open and close facilities.

Establish and maintain program procedures and policies.

Keep program records and provide reports to Senior Center Director.

Determine and assist program participants with their service needs.

Other duties as required.

QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typically way to obtain the knowledges and abilities would be:

One year experience involving a recreational or related program dealing with the public. If assigned as Nutrition Site Manager, experience must include meal service and nutritional planning.

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Knowledge of::

Safe work practices.

Principles of supervision and training.

Ability to:

Communicate and work effectively with the public.

Operate a passenger van.

Establish and maintain program procedures and policies.

Keep and maintain program records.

License:

Appropriate valid California driver's license and satisfactory driving record may be required according to assignment. A satisfactory driving record would require:

1. No more than two moving violations in the past three years and no at-fault accidents.
2. No drug or alcohol convictions.
3. No felony convictions.

Certificate in first aid and CPR is required.

Approved by:

City Manager